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HANDBOOK

29 January 1958

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CEILING AND POSITION AUTHORIZATION

FOREWORD

This handbook is for the guidance of those concerned with the development and administration of the Agency's manpower control system of Staffing and Development Complements.

The variances in the structure of Career Services will require the development of detailed internal operating procedures to fit their individual needs. However, the use of this handbook to set the frame of reference for the administration of the system will provide an adequate base for maximum Agency uniformity.

Basic policy of the manpower and organization system are set forth in Regulation [] Ceiling and Position Authorization.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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DISTRIBUTION:

*Not discussed at Council
meeting.*

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PERSONNEL
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Ceiling and Position Authorization

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I. GENERAL

a. This Handbook outlines a new Agency manpower system, based on the number of personnel required on duty for the satisfactory performance of the actual work burden at the time the requirement is drawn.

II. PREPARATION OF THE PLANNING PAPER

a. Timing

When required or when significant changes in Staffing Complement needs necessitate, Planning Papers covering proposed Staffing Complements for work burden requirements will be prepared by Operating Officials and processed for approval. After the approval of an initial Planning Paper, if Staffing Complements are maintained

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in a current status by interim processing of changes, an annual submittal for complete coordination will not be required. When annual submissions are made, they should be developed immediately preceding the submission of the operating budget of the year involved. If an annual Planning Paper is not required the current status of the Staffing and Development Complements, as of the time budget submissions are prepared, will be the basis for budget estimates.

b. Format - Planning Paper

The Planning Paper will reflect the organization structure and the number of positions by occupational title, grade, career designations and organizational distribution estimated to be required during the coming year ~~and equal to the allocated component planning~~ ^{ceiling} for work burden positions. The total number of positions of a Career Service that are planned for on Planning Papers will normally be less than the Career Service Ceiling in order to provide an allowance for use of the Development Complement. The following example illustrates the format of a Planning Paper:

EXAMPLE

PLANNING PAPER
STAFFING COMPLEMENT "X" AREA DIVISION

No. Positions Required	Title	Grade	Service Designation
(1)	<u>Office of the Chief</u> Div Chief	GS-17	D
(1)	Dep Div Chief	GS-16	D
(1)	Exec Off	GS-15	D
(1)	Secretary	GS-09	DS
	<u>Branch I</u>		
(1)	Branch Chief	GS-15	D

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(1)	Dep Branch Chief	GS-14	D
(3)	Section Chiefs	GS-13	D
12*	Intel Officers	GS-12	D
10*	Intel Officers	GS-11	D
7*	Intel Officers	GS-09	D
(4)	Secretary	GS-06	DS
10*	Clerk Steno	GS-05	DS
6*	Clerk Typist	GS-05	DS
F	<u>Field Station</u>		
(1)	Station Chief	GS-15	D
(1)	IO (FI)	GS-14	D
(1)	Ops Off (PP)	GS-14	D
3*	IO (FI)	GS-13	D
2*	Ops Off (PP)	GS-13	D
(1)	Finance Off	GS-12	SF
2*	IO (FI)	GS-12	D
2*	Ops Off (PP)	GS-12	D
2*	IO (CI)	GS-12	D
2*	IO (FI)	GS-11	D
(1)	Ops Off (PP)	GS-11	D
1*	Supply Asst	GS-09	SL
(1)	Secretary	GS-07	DS
4*	Clerk Steno	GS-06	DS
4*	Clerk Typist	GS-05	DS

Total 86 Positions

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NB: Position Categories above are indicated as follows:

"()" Limited Position: the number contained therein indicates the maximum number of such positions which may be occupied at any one time, except for authorized overlap for job orientation purposes.

"*" Flexible Position: positions so indicated are proposed for multiple occupancy as needs dictate, with the current number planned indicated.

III. CAREER SERVICE CEILING

a. The staff ceilings of a Career Service may be dispersed throughout various Offices and Deputy Directorates of the Agency. For example, if a Finance Officer in DD/P is reassigned to the Development Complement of the Comptroller, ceiling is automatically transferred with the employee and no formal adjustment in ceiling is necessary.

An illustration of the dispersal of a Support Office is as follows:

Career Service Ceiling		500
Parent Office Staffing Complement	300	
Parent Office Development Complement	50	
DD/P Component Staffing Complement	50	
DD/I Component Staffing Complement	50	
DD/S Component Staffing Complement	50	
	<u>500</u>	500

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IV. PREPARATION AND USE OF CAREER SERVICE STAFFING AUTHORIZATION

a. The Career Service Staffing Authorization will be developed each year by the Head of each Career Service.

b. The Office of Personnel will furnish the Head of each Service with the following:

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1. Approved spaces by level for the Career Service (Includes an allowance for ceiling positions in the Development Complement.)
 2. Listing of Career Designees by grade level.
 3. Average attrition figures by grade.
 4. Advice and guidance in the preparation of the Career Service Authorization.
- c. The approved Career Service Staffing Authorization serves as:
1. A control on the employee grade level for each Career Service.
 2. A definite framework within which competitive promotions, new hires, involuntary separations and reassignments may be processed.

The following is a step by step procedure and illustrative chart indicating the method of developing a Career Service Staffing Authorization:

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(1) List number of Career Service ceiling spaces by grade.

(1)(Cumulative) Compute listing of cumulative number of Career Service spaces at each grade level and above.

(2) List employees on duty.

(2)(Cumulative) Compute listing of cumulative number of employees on duty at each grade level and above.

(3) After estimating probable number of EOD's and separations in the new year, list projected number of on-duty personnel by each grade.

(3)(Cumulative) Compute listing of cumulative projected number of on-duty personnel at each grade level and above.

(4) Compute number of promotions currently possible at each grade level. (1)(Cumulative) minus (2)(Cumulative)

(5) Compute projected number of promotions possible at each grade level. (1)(Cumulative) minus (3)(Cumulative)

After consideration has been given at this point to probable amount of organizational expansion or contraction and estimated number of new hires and separations for the projected year (a Career Service responsibility) the following steps are taken:

(6) List number of promotions authorized by Career Service Boards for the projected year at each grade level.

(7) Compute listing of the number of personnel to be authorized after promotions at each grade level. (Add figures at each grade in (3) to figures at each grade in (6) and subtract the sum at the next lower level in (6).)

(7)(Cumulative) Compute listing of cumulative number of personnel at each grade level and above to be authorized during the projected year.

(7) and (7)(Cumulative) represent the CAREER SERVICE STAFFING AUTHORIZATION.

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V. PROCESSING PLANNING PAPERS, CAREER SERVICE STAFFING AUTHORIZATIONS AND CHANGES TO STAFFING COMPLEMENTS

- a. All Planning Paper requests for Staffing Complements and changes thereto will be supported by such statements as justification, workload or work measurement data, organizational charts, statements of functions, statements of basic related procedures and position descriptions as are necessary for review and action on the proposals, and a certification as to the availability of funds to finance the proposal.
- b. Requests will be submitted by the Deputy Director or delegated Operating Official concerned, to the Chief, Management Staff, in quadruplicate. The Chief, Management Staff will coordinate such requests with the Director of Personnel, the Comptroller and with other Agency components concerned. Comments received will be reviewed by the Chief, Management Staff and forwarded with final consolidated recommendations to the Deputy Director (Support) for approval or other action.
- c. Staffing Complements approved by the Deputy Director (Support) shall be forwarded to the Director of Personnel for dissemination. Notification of approvals shall be made on Form No. 261 or tabulating machine listings which will serve as immediate authorization for the encumbrance of the positions.
- Planning*
d. Annual Career Service Staffing Authorizations developed by the Head of the Career Service will be approved by the responsible Deputy Director prior to submission to the Deputy Director (Support) through the Director of Personnel.
- e. Requests for reclassification of positions, regrading, and changes affecting incumbency limitations of Limited Positions, shall be submitted by the Deputy Director or delegated Operating Official concerned to the Office of

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Personnel. The Office of Personnel, in addition to normal position evaluation and wage determination will:

1. Insure that coordination has been effected with the Heads of Career Services as appropriate.
2. Coordinate the request with Comptroller, prior to approval, if significant budgetary considerations are involved. Minor changes will be reviewed by the Comptroller through post audit of Forms No. 261.

VI. THE STAFFING COMPLEMENT

- a. The approved Planning Paper for an organization becomes the Staffing Complement to accommodate assigned personnel. The numbers indicated for the flexible positions are dropped and there is no limit to the number of occupants who may be assigned as long as it is within the Staffing Authorization of the responsible Career Service and in accordance with operating requirements and budgeted funds.
- b. The Planning Paper identifies Career Service responsibility for staffing each position on organizational Staffing Complements, thus forming a basis for allocation of Ceiling to each Career Service.
- c. All personnel officially assigned to an organization in a work burden status will be assigned to a Staffing Complement position.
- d. Transfers in and out of the Staffing Complement and reassignments within the Staffing Complement will be by formal personnel actions.

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VII. COMPUTATION OF DEVELOPMENT COMPLEMENT SPACES

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- a. The planned number of spaces for the Development Complement of a specific Career Service will be computed by subtracting the number of the Career Service positions authorized on all Planning Papers from the Career Service Ceiling.
 - b. Distribution of spaces will be made in grades GS-7 through GS-13 as follows:
 1. Compute the percentage of authorized Career Service positions of each grade level GS-7 through GS-13, to the total positions, (approved Planning Paper positions designated to the Career Service) GS-7 through GS-13.
 2. Compute the number of Development Complement spaces for each grade level, GS-7 through GS-13, by multiplying the planned number of spaces for the Development Complement by the percentages computed in step 1.
 - c. Add results of computation in step 2. to total Career Service planned positions at each appropriate level GS-7 through GS-13. This is the total Career Service spaces by level.
 - d. The following chart illustrates the method of computing Development Complement spaces.

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VIII. USE OF DEVELOPMENT COMPLEMENT

a. Transfers in and out of the Development Complement will be by formal personnel actions. Changes in status within the Development Complement will be reported to the Director of Personnel by use of the SF-1152 procedures. Sample copies of such actions are illustrated in the back of this Handbook.

1. Counted within Staff Ceiling

(a) Appointees

New employees whose initial orientation and training will exceed thirty (30) calendar days from their EOD date.

(b) Casuals

(1) Returnees who are in transit from one PCS assignment to another, and who are held at Headquarters for thirty (30) days or more for consultation, medical examinations, and other processing.

(2) Overseas Assignees who, for the purpose of processing or on the job orientation, cease to function in their present Headquarters Staffing Complement position.

(c) Extended Training - internal

Individuals assigned to a Staffing Complement who are selected to engage in full time training in an Agency facility for continuous periods exceeding thirty (30) days.

(d) Holds

Individuals whose immediate assignment to a Staffing Complement have not been determined. This status may have resulted from unpredicted termination of assignments, or unpredicted

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charges in positions for which they were destined.

(e) Detailed Service

Individuals formally detailed outside the Agency for periods in excess of thirty (30) days.

(f) Extended training - external

Individuals assigned to a Staffing Complement who are selected to engage in full time training in a non-CIA facility for continuous periods exceeding thirty (30) days.

(g) Other

This category will include those individuals not properly chargeable to a Staffing Complement but whose status does not clearly fall within the status of those indicated above. One example is an individual processing for retirement when it is evident the processing time exceed thirty (30) days.

2. Not Counted within Staff Ceiling

(a) Leave Without Pay (LWOP)

Individuals who have been placed in LWOP status, by official personnel action, for a period in excess of thirty (30) days.

b. Timing of assignment and reassignment actions will normally be as follows:

1. New appointees, if in the Development Complement, will be transferred to the Staffing Complement as of the beginning

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of the next pay period following the date the individuals begin processing for their assigned positions.

2. Returnees from overseas, whether they are to be assigned to a Headquarters Staffing Complement, another overseas station Staffing Complement, or temporarily to the Development Complement, will be transferred from their former overseas Staffing Complement assignment at the completion of any authorized interim leave.
3. Personnel assigned to overseas Staffing Complements from Headquarters Staffing or Development Complements, with no extensive training involved, will normally be transferred as of the beginning of the last pay period prior to actual departure.

IX. BUDGETARY AND ACCOUNTING PROCEDURES

- a. Principles and procedures now used will not be affected by this system. Budget submissions will be compiled on an organizational basis. The various Career Service Staffing Authorizations will serve as a refinement and outside limit to the approved grade structure.
- b. Each operating official who is also the Head of a Career Service will have to include allowance for his Development Complement in the submission of a budget estimate for his organization.
- c. Individuals assigned to a Development Complement will be charged to an appropriate allotment account of the organization under the control of the Head of the Career Service.

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X. PERIODIC REVIEW OF POSITION CONTROL REGISTER

The periodic machine listings of the Position Control Register, together with the Development Complement Incumbency listings will be reviewed by the Management Staff, the Office of Personnel, the Comptroller, and Heads of Career Services for the following:

1. Management Staff

- (a) Status and trends in the utilization of Flexible and Supplementary Positions and the impact of their use on the organization, structure and functions.
- (b) Manpower utilization.

2. Office of Personnel

- (a) Status and trends in the utilization of Flexible Positions.
- (b) Adherence to established principles for the use of the Development Complement including time limitations on assignments, appropriateness of use of the Complement and the status of "Hold" and other problem cases.

3. Comptroller

- (a) Budgetary trends reflected by changes in the position control register.
- (b) Status and trends of dollar costs represented by assignments to the Development Complements.

4. Heads of Career Services

Assuring the proper assignment of their Service Designees to Staffing and Development Complements.

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